



**DEPARTMENT OF INDUSTRIAL RELATIONS  
EXAMINATION ANNOUNCEMENT FOR  
AREA ADMINISTRATOR  
DIVISION OF APPRENTICESHIP  
STANDARDS  
WO20 9482 7IR23  
OPEN-STATEWIDE**



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of <b>March 9, 2007, the final filing date.</b>
<b>HOW TO APPLY</b>	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 <sup>th</sup> Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at <a href="http://www.dir.ca.gov">www.dir.ca.gov</a> or the State Personnel Board website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> .
<b>FINAL FILING DATE</b>	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and <b>POSTMARKED</b> by the United States Postal Service (a postmark by a "leased" meter will <b>not</b> be accepted) no later than <b>March 9, 2007, the final filing date.</b> Applications postmarked, personally delivered or received via inter-office mail after the final filing period will <b>not</b> be accepted for any reason
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
<b>REQUIRED IDENTIFICATION</b>	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>SALARY RANGE</b>	\$6245 – \$6884 per month
<b>LOCATIONS OF POSITIONS</b>	Positions are located in San Francisco and Los Angeles only with the Department of Industrial Relations, Division of Apprenticeship Standards.
<b>ELIGIBLE LIST INFORMATION</b>	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>EXAMINATION INFORMATION</b>	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in April 2007.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	NOTE: All applicants must meet the education and/or experience requirements for this examination by <b>March 9, 2007, the final filing date.</b> Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I", or "II", or "III", etc. For example, candidates that possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

(Continued on next page)

<b>MINIMUM QUALIFICATIONS</b>	<p style="text-align: center;"><b>Either I</b></p> <p>One year of experience performing the duties of the class of Senior Apprenticeship Consultant.</p> <p style="text-align: center;"><b>Or II</b></p> <p>Two years of experience performing the duties of the class of Apprenticeship Consultant.</p> <p style="text-align: center;"><b>Or III</b></p> <p>Three years of experience in another State, Federal or private agency performing duties comparable to those of an Apprenticeship Consultant.</p> <p style="text-align: center;"><b>Or IV</b></p> <p>Five years of experience in one of a combination of the following types of work at least two years of which shall have been in a supervisory capacity. (Possession of a trade certificate issued by the California Apprenticeship Council may be substituted for one year of the required experience.)</p> <ol style="list-style-type: none"> <li>1. As a representative of a responsible organization, promoting or placing women and/disadvantaged minority persons in apprenticeship or other on-the-job training programs approved in accordance with the Labor Code; or</li> <li>2. Coordinating, directing, or developing jobs for an on-the-job training program for apprentices or trainees in skilled or semiskilled occupations; or</li> <li>3. Negotiating and maintaining collective bargaining or trust agreements which included apprenticeable occupations, and establishing and maintaining working standards and conditions; or</li> <li>4. As a certified instructor, coordinator or supervisor of classes in an apprenticeable occupation, or an on-the job training instructor; or</li> <li>5. As an active representative of a labor or management organization on a Joint Apprenticeship Committee approved in accordance with the Labor Code.</li> </ol>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Willingness to travel and work irregular hours, tact, and understanding of the problems of minority groups.
<b>ADDITIONAL DESIRABLE CHARACTERISTICS</b>	Education equivalent to graduation from college.
<b>POSITION DESCRIPTION</b>	<p>This is the second supervisory level. Incumbents either (1) plan, organize and direct the work of a group of district offices in a major geographical area; interpret and apply divisional administrative policies and coordinate and evaluate area activities to insure uniform application of those policies; propose changes in administrative policies and practices; provide direction and consultation to district staff in the handling of difficult cases; select and train personnel, evaluate performance and take or recommend appropriate action, or (2) provide statewide technician supervision in a major program area.</p>

<b>QUALIFICATIONS APPRAISAL INTERVIEW</b> <b>WEIGHTED –100%</b>	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p><b>Qualifications Appraisal Interview</b></p> <p>Scope: In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> <li>1. Techniques, methods and elements of adequate apprenticeship and other on-the job training;</li> <li>2. Job and training analysis techniques, purposes, functions, and policies of the Division of Apprenticeship Standards and the California Apprenticeship Council;</li> <li>3. California laws and regulations pertaining to apprenticeship and other training on the job;</li> <li>4. Apprenticeable occupations;</li> <li>5. Federal and State laws and regulations pertaining to labor-management relations, wages, hours, working conditions, public works and fair employment practices;</li> <li>6. Organization, policies and activities of the major labor union and employer associations;</li> <li>7. Prevailing practices and precedents in regard to matters subject to collective bargaining agreements, including knowledge of master agreements negotiations and industry-wide bargaining and industrial relations problems;</li> <li>8. Vocational education principles and programs and their relationship to apprenticeship and other on-the-job training.;</li> <li>9. Policies and procedures of the Division of Apprenticeship Standards and the Department of Industrial Relations;</li> <li>10. Principles of personnel management, training and supervision;</li> <li>11. Economic factors affecting employment in California;</li> <li>12. Programs of the Division of Apprenticeship Standards and of the Department of Industrial Relations;</li> <li>13. Principles and practices of public administration.</li> </ol> <p>B. Ability to:</p> <ol style="list-style-type: none"> <li>1. Read and write English at a level required for successful job performance;</li> <li>2. Secure and maintain sympathetic cooperation of employers and labor organizations in formulating, supervising, and administering training agreements, and in developing opportunities for participation in apprenticeship and on-the-job training for minority group members, analyze situations accurately and adopt an effective course of action;</li> <li>3. Address an audience effectively;</li> <li>4. Use correct English and write effectively;</li> <li>5. Ability to plan, organize and direct the work of, and train others;</li> <li>6. Conduct informal conferences;</li> <li>7. Interpret and apply established policies and procedures of the Division of Apprenticeship Standards and the Department of Industrial Relations;</li> <li>8. Ability to plan, organize and administer an area-wide program.</li> </ol>
<b>VETERANS PREFERENCE</b>	<p><b>Veterans preference credit</b> will <b>not</b> be granted in this examination since it does not qualify as an entrance examination under the law.</p>

## GENERAL INFORMATION

**For an examination without a written feature, it is the candidate's responsibility** to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov) or the Department of Industrial Relations website at [www.dir.ca.gov](http://www.dir.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** The oral interviews will be scheduled in San Francisco and Los Angeles only.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) sub divisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) service wide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and most recent of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalent:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929